**Leland Township Board Special Meeting**

**February 15, 2024, 11:00 AM**

**Leland Township Office, 489 W. Main St., Lake Leelanau 49653**

**PRESENT:** Supervisor Susan Och, Clerk Lisa Brookfield, Trustee Clint Mitchell, Treasurer Shirley Garthe, Trustee Mariann Kirch, Jim Redmond- Chairperson, Sewer Commission, Steve Patmore, Sewer Administrator

**ABSENT:** None

**GUESTS:** None

**CALL TO ORDER/ PLEDGE OF ALLEGIANCE**

Ms. Och called the meeting to order at 11:06 a.m. with the Pledge of Allegiance.

**APPROVAL OF AGENDA**

**ACTION:** Add purchase of computer, action item #4. Mr. Mithcell moved to approve the agenda as amended; supported by Ms. Garthe. Motion carried. (5,0)

**DECLARATION OF CONFLICT OF INTERESTS** - None

**PUBLIC COMMENT** - None

**ACTION ITEMS**

1. Finalize the Senior Wastewater System Technician job description.

Review of job description and wage packet including discussion of expected savings of approximately $80K per year for bringing the operations in-house. This savings reflects financing the purchase of a truck over 5 years.

The job description was modified, removing the language about assisting other Township departments. The sewer is a user funded department and can not be required to work on Township general tasks without the Sewer Fund being compensated.

**ACTION:** Mr. Mitchell moved to approve the job description as amended; supported by Ms. Garthe. Motion carried. (5,0)

1. Review budget implications of bringing sewer operations in-house.

The savings is significant and allows the user rates to remain the same. The Sewer department was not in a position to consider this move years ago, with careful management and long-term planning, the sewer commission is comfortable with bringing operations in-house. The system needs and resources have been carefully reviewed. Part-time help in the summer may be required. This change gives more control over expenses and maintenance.

1. Purchase options for Leland Township Wastewater Department truck.

Further discussion of the budget occurred with the merits of financing versus spending fund balance explored. Mr. Mitchell favored self-financing. The option to purchase the new Ram truck with plow ($64,085) compared to the used truck of the LCRC ($45,100) was preferred, after discussion and cost review. Steve Patmore asked for a budget adjustment to the current year for purchase of the truck. Price comparison attached to minutes.

**ACTION:** Mr. Mitchell moved to authorize Steve Patmore to negotiate asking price and purchase of 2022 Ram truck through MI Deal; supported by Ms. Brookfield. Motion carried. (5,0)

1. Purchase of Dell computer to replace Clerk’s HP  
   The age and storage capacity of the current computer has reached its limit and needs replacing. Ms. Brookfield is requesting immediate replacement of the equipment.  
   **ACTION:** Mr. Mitchell moved to authorize purchase of new computer not to exceed $2,000; supported by Ms. Garthe. Motion carried (5,0).

**BOARD COMMENT:** A special meeting is required to approve the Agreement to Mutually Terminate sewer operations. The deadline is March 8, 2024. A meeting will be scheduled on March 4th, 2024 12:30 PM to complete this document.

**ADJOURNMENT**

**ACTION:** Mr. Mitchell moved to adjourn the meeting at 12:05 pm.; supported by Ms. Garthe. Motion carried. (5,0)

Respectfully Submitted,

Lisa Brookfield, Township Clerk Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Susan Och, Leland Township Supervisor Lisa Brookfield, Township Clerk